

CITY OF BEAVERTON

Arborist Lead

General Summary

Serve as crew lead responsible for managing small or routine projects. Plan, assign and review work. Perform a full range of landscape construction, maintenance, arboriculture and urban forestry duties as the designated Lead Worker and City Arborist. Act as Supervisor in his or her absence.

Key Distinguishing Duties

Coordinate small or routine projects; serve as Lead Worker for the landscape and urban forestry sections; function as the City Arborist; plan daily work assignments; conduct performance discussions; and develop performance appraisals.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Assign, schedule and review staff work. Provide coaching to employees and develop performance evaluations. Participate in the selection process.
2. Act as primary person in coordinating projects. Develop work plans, timelines and resource allocations for assigned projects. Monitor progress to ensure objectives are met and sound environmental practices are followed.
3. Serve as a member of the landscape section leadership team. Evaluate performance and program effectiveness and recommend action for improvement as necessary. Prepare reports. Assist in the preparation and monitoring of the section budget. Approve invoices for section budget.
4. Develop landscape specifications including irrigation design plans. Bid projects and negotiate contracts related to landscape maintenance, landscape construction, arboriculture and urban forestry activities. Oversee contractor's performance.
5. Coordinate work activities with staff, internal and external customers, contractors, vendors and the general public. Develop contract specifications for bid requests.
6. Review tree preservation plans and tree inventories for new development. Perform hazard tree assessment for commercial property, residential property and new developments as part of the permit process. Manage the development tree program. Provide bid specs and awarding jobs to contractors. Perform sidewalk and tree inspections and approve tree removal permits.

7. Participate in construction bid process and serve as contract administrator. Provide project overview for conformance to contract specifications. Authorize payments to contractors and consultants.
8. Identify and update mapping information. Monitor and maintain computer maintenance management system. Review record keeping and documentation to ensure compliance with local, state and federal agencies, laws, codes, ordinances and regulations.
9. Review development plans pertaining to landscape construction and maintenance and make recommendations as appropriate. Inspect new construction and capital projects. Develop and write inspection reports.
10. Manage the City's flower basket program. Hire staff and plan plant maintenance care and schedule.
11. Perform work of crew members. Apply herbicides and pesticides. Operate tools and equipment related to landscape construction and maintenance. Identify equipment needs. Ensure equipment is properly maintained.
12. Assist in ordering needed materials. Complete paperwork and records. Follow up on incorrect or non received purchases.
13. Exhibit leadership to staff, work teams and fellow employees. Serve as a model for accomplishing City's vision and goals. Create an environment in which employees are focused on producing excellent quality results.
14. Produce an acceptable quantity and quality of work that is completed within established timelines.
15. Model and coach employees on excellence in internal and external customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
16. Represent the landscape function and/or City to the public, in legal or administrative proceedings, to other organizations or entities and in other situations as required. Make presentations and provide comment and testimony. Advance and protect the interests of the City and its citizens in all matters.
17. Provide employees with basic job training and safety instruction. Actively support safety and loss control measures. Ensure employees are held to departmental safety and loss control standards.
18. Follow standards as outlined in the Employee Handbook.
19. Participate in the City Emergency Management program including classes, training sessions and emergency events.
20. Actively promote and support diversity in the workplace through staffing, promotions, training and career development. Model respect for diversity in the workplace.

21. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.

Other Functions

1. Respond to citizen inquiries and requests.
2. Perform related duties of a similar scope and nature.

Knowledge Required

- ◆ Advanced knowledge of safety practices and procedures related to landscape construction and maintenance including the use of pesticides, fungicides and herbicides. Advanced knowledge of flagging procedures.
- ◆ Expert knowledge of turf, plant, tree and shrub identification and care including pruning.
- ◆ Expert knowledge of tree growth patterns.
- ◆ Expert knowledge of disease and insect identification and control including the use of herbicides, fungicides and pesticides.
- ◆ Advanced knowledge of practices, principles and techniques of landscape design, maintenance and construction including arboriculture and urban forestry.
- ◆ Advanced knowledge of irrigation and hydraulic systems.
- ◆ Working knowledge of the federal, state, and local standards, codes, ordinances, laws and regulations governing civil engineering, public works engineering, construction and inspection projects.
- ◆ Working knowledge of practices and principles of civil engineering.
- ◆ Working knowledge of engineering design practices.
- ◆ Working knowledge of computer aided design and drafting programs.
- ◆ Working knowledge of issues and trends in the construction industry.
- ◆ Basic knowledge of project budgeting.
- ◆ Basic knowledge of project management techniques.
- ◆ Basic knowledge of managing consultant and construction contracts.
- ◆ Working knowledge of public purchasing and contracting laws and regulations.
- ◆ Basic knowledge of practices and principles of public/business administration and decision-making.
- ◆ Basic knowledge of human resources management practices.
- ◆ Basic understanding of strategic planning methods with an emphasis on services related to landscape maintenance and construction
- ◆ Working knowledge of basic arithmetic and mathematics principles.
- ◆ Working knowledge of English grammar, spelling and usage.

Skills/Abilities Required

- ◆ Advanced ability to read equipment instructions, maps and engineering blueprints.
- ◆ Expert ability to use tools and equipment related to landscape construction and maintenance including lift trucks, mechanized spray equipment, brush chippers, stump grinders, root pruning machines and chain saws.
- ◆ Expert ability to identify potential tree hazards.
- ◆ Advanced ability to maintain accurate records.
- ◆ Advanced ability to perform engineering computations.

- ◆ Advanced ability to apply and interpret codes and ordinances.
- ◆ Advanced ability to read engineering plans and specifications.
- ◆ Ability to manage consultant and construction contracts. Skill in conceptual analysis and policy/program development and implementation.
- ◆ Ability to develop budget input and resource estimates.
- ◆ Strong ability to productively lead and/or participate on a team and in a team environment including the ability to develop a team approach to producing high quality results.
- ◆ Strong ability to effectively lead a staff including training, coaching, scheduling and reviewing work.
- ◆ Strong ability to demonstrate leadership behavior to employees, contractors, public officials, other agencies, customers and the general public.
- ◆ Strong ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Strong ability to apply and to coach employees on excellent internal and external customer service skills.
- ◆ Strong ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public. Ability to make presentations and develop reports that may include technical information.
- ◆ Advanced ability to use word processing, spreadsheet programs or other application software as required for position.
- ◆ Ability to use general office equipment.

Minimum Qualifications Required for Entry

High School diploma or GED and 5 years experience in landscape construction and maintenance or arboriculture with 1 year operating equipment used in this field and some experience in a lead role or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licensing/Special Requirements

- ◆ Positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.
- ◆ Commercial Drivers License-B with air brake endorsement required.
- ◆ International Society of Arboricultural Certification as an Arborist required.
- ◆ Flagger training required within three months of employment.
- ◆ CPR and First Aid certification required within six months of employment.
- ◆ Public Pesticide Applicator's license required.
- ◆ Ornamental and Turf: Insecticide-Fungicide license required.
- ◆ Ornamental and Turf: Herbicide License required.

Working Conditions

Occasional focus on a computer; daily precise control of fingers and hand movements; weekly standing for prolonged periods; frequent lifting, moving and carrying of objects over 50 pounds; occasional lifting up to 90 pounds; crouching, crawling, bending, kneeling, climbing or balancing; frequent work in all weather conditions and around traffic; occasional response to emergency conditions off-hours; regular exposure to hazardous chemicals, vibration, fumes

and high noise levels; occasional exposure to electrical current; occasional dealing with distraught or difficult individuals; occasional attendance at meetings or activities outside of normal working hours; daily operation of a motor vehicle on public roads.

Classification History

As of 10/97: Utility Worker III

Revised: 1/98

New class specification title 1/98: Arborist Lead

Revised: 11/04

Revised 1/1/09

Status: SEIU

FLSA: Non-exempt

Department Head Signature

Human Resources Signature

Date

Date